

Kansas Criminal Justice Coordinating Council

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FEDERAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

Fiscal Year 2016
Grant Application

APPLICATION DEADLINE:

**SUBMITTED BY 11:59 p.m., July 29, 2015
ON THE GRANT PORTAL**

For questions regarding application requirements, please contact the
Kansas Governor's Grants Program (KGGP) at 785-291-3205.

Federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program Guidelines

Eligibility Criteria and Grant Fund Use

The Federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program provides criminal justice funding to state and local jurisdictions. The Kansas Criminal Justice Coordinating Council (KCJCC) oversees the JAG Program in the State of Kansas. The Kansas Governor's Grants Program (KGGP) serves as the staff for the KCJCC and point-of-contact for the federal JAG program. The JAG program is authorized by federal law 42 U.S.C. §3751(a). The KCJCC and the federal JAG program guidelines establish eligibility criteria that must be met by organizations that receive JAG funds. Entities eligible for JAG grant awards include units of state and local government, Native American Tribes, and nonprofit, community, and faith-based organizations.

JAG funds are intended to support the following purpose areas. Applicants must request funds for use in one or more of the seven purpose areas:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs

In May 2014, the KCJCC approved the 2015-2018 Kansas Statewide Strategic Plan (hereinafter "Strategy") for the administration of this federal JAG program. The KCJCC's goals for the 2015-2018 Strategy are to 1) reduce recidivism, 2) improve law enforcement technology and officer safety, 3) improve victim services, and 4) improve information technology / the Kansas Criminal Justice Information System. Applicants should review the Strategy in its entirety, found at [http://www.grants.ks.gov/opportunities/edward-j-byrne-memorial-justice-assistance-grant-\(jag\)](http://www.grants.ks.gov/opportunities/edward-j-byrne-memorial-justice-assistance-grant-(jag)), and consider how the proposed JAG project fits into the described KCJCC priorities. **Applications that clearly support the objectives of the Strategy will take precedence to the extent feasible when subgrant awards are determined.**

The full list of allowable JAG identifiers is appended to this document. It is anticipated that, based on the Kansas Strategy, proposed JAG projects will fit within one or more of the following JAG identifiers:

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|-----------------------------------|--------------------------------|
| ○ Mental Health | ○ Officer Safety |
| ○ Inmate Programming | ○ Victimization |
| ○ Post-Release Treatment | ○ Violence – Domestic Violence |
| ○ Substance Abuse Treatment | ○ Criminal Records |
| ○ Equipment-Video/Audio Recording | ○ Justice Information Sharing |

The efforts of applicant law enforcement agencies to remit accurate and timely data regarding criminal offense and criminal history information to the Kansas Bureau of Investigation will be considered in the review of grant applications. Agencies that currently do not remit data or remit inaccurate data are required to explain in writing why the data cannot be remitted. The KCJCC will take this into account when making final grant award determinations.

It is estimated that approximately \$2 million will be available for subgrant awards. Please refer to the “Pass-Through Requirement” section for more information regarding the distribution of these available dollars. This is a competitive grant process with no guarantee of continued funding. Applicants must apply each year to receive funding consideration. Funding priority will also be given to local units of government who are not eligible to apply directly to the Bureau of Justice Assistance for JAG funding.

Justification for Funding Increase Request

Applicants currently receiving JAG grant funding who request a funding increase in this application must submit an explanation justifying the increased funding request. Applicants must demonstrate the need for increased funding in their request. Applicants who do not submit this justification will not be considered for funding above the previous year’s funding level.

Program Requirements

Applicants must comply with the applicable provisions of JAG and the requirements of the U. S. Department of Justice, Office of Justice Programs, Office of the Chief Financial Officer (OCFO) Financial Guide effective edition at www.ojp.usdoj.gov/financialguide/index.htm, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of JAG funds. This includes, but is not limited to:

- Financial documentation for disbursements
- Daily time and activity records specifying time and type of service devoted to allowable JAG activities
- Grant project files
- The portion of the grant project supplied by other sources of revenue
- Job descriptions
- Contracts for services
- Statistical documentation
- Other records that facilitate an effective audit and grant analysis for compliance

Pass-Through Requirement

The State of Kansas is required to ensure that a predetermined percentage of JAG funds are passed through and awarded to units of local government (city or county) or awarded to entities for a project that will directly benefit a unit of local government. For purposes of this FY 2016 grant project period, approximately 50 percent or more of the \$2 million available must meet this pass-through requirement criteria. Applications from nonprofit, community, and faith-based organizations that include voluntarily signed waivers from the local jurisdictions to benefit by the project will receive priority over other applications from nonprofit, community, and faith-based organizations. Waivers must be from each local jurisdiction in the proposed project

service area, must be on the local government letterhead, and must include language stating that the jurisdiction 1) recognizes the JAG funds in question are set aside for local government use, 2) believes that the proposed project will provide a direct local benefit; and 3) agrees that funding the project is in the best interest of the unit of local government.

Match Requirement

For the 2016 JAG application, match is **not** required. However, applicants should note that the KCJCC is contemplating the benefit of a match requirement for future years and the applicant should anticipate this possibility when preparing agency budgets for their upcoming fiscal year. For planning purposes, applicants should consider budgeting for a 25 percent non-federal cash match.

Limitations on the Use of Grant Funds

The KCJCC has determined that the following limitations will apply:

- Per Department of Justice rules, no JAG funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. No food and/or beverages can be purchased with other funds that would constitute program income for a federal grant award. Exceptions to the restriction may be made only in cases where such sustenance is not otherwise available (i.e. extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior written approval from the KGGP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under the applicant's travel policy. Department of Justice and OJP guidance on food and beverage, conference planning, minimization of costs, and conference cost reporting is accessible on the OJP web site at www.ojp.usdoj.gov/financialguide/index.htm.
- JAG funds used for fringe benefit costs shall not exceed the proportion of personnel costs supported by JAG funds.
- Supplies must be itemized and essential. All miscellaneous supplies will be denied.
- Costs incurred in applying for, administering, or auditing the grant are not allowed.
- Indirect costs are not allowed.
- Funds cannot be used for lobbying, fundraising, board development, or research projects.

- JAG funds may not be expended outside of the JAG purpose areas. Funds may not be used directly or indirectly for security enhancements or equipment for non-governmental entities not engaged in criminal justice or public safety.
- JAG funds shall not be used for out-of-state travel.
- JAG funds shall not be used to reimburse in-state mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the KGGP may be used to make up the difference.
- Applicants requesting to use JAG funds for the purchase of bullet-proof vests must certify that the law enforcement agency has a written "mandatory wear" policy in effect; must ensure that the threat level, make, and model of the vests have been tested and found to comply with the latest applicable National Institute of Justice ballistic or stab standards (www.nij.gov/topics/technology/body-armor/safety-initiative.htm); and must purchase vests that are American-made.
- Applicants requesting to use JAG funds to support emergency communications activities must ensure compliance with the *FY 2015 SAFECOM Guidance on Emergency Communications Grants*, adherence to the technical standards set forth in the Federal Communications Commission Waiver Order, the project is fully coordinated with the Statewide Interoperability Coordinator, and all communications equipment purchased with JAG funding is identified on quarterly performance metrics reports.
- For equipment defined as assets with a useful life of one year or more and a cost of \$500 or more:
 - The applicant shall ensure that, to the extent practicable, any equipment requests are for American-made products; documentation of research for such products must be maintained by the applicant.
 - The applicant shall contact the Randy Brown, Kansas Highway Patrol (KHP), at 785-296-6800 to determine if equipment can be obtained at a lower unit price through the PARTNERS program.
 - The applicant shall contact the Kansas Department of Administration's Office of Facilities and Procurement Management at purchweb@da.ks.gov or 785-296-2376 to determine if it can obtain equipment and/or software at a lower price. The applicant also may conduct a search for equipment and/or software at www.da.ks.gov/purch/Contracts/Contract.asp.
- JAG grant funds shall not be used to purchase:

<ul style="list-style-type: none"> ○ Vehicles (including unmanned aerial vehicles) ○ Drug dogs 	<ul style="list-style-type: none"> ○ Land acquisition ○ Luxury items ○ Construction projects
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- Infrastructure investments
- Tanks or armored vehicles
- Limousines
- Vessels
- Aircraft (including unmanned aircraft)
- Fixed-winged aircraft
- Real estate
- Costs to support any casino or other gambling establishment
- Aquariums
- Zoos
- Golf courses
- Swimming pools

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

The use of grant funds is prohibited for grant projects that offer a low probability of improving criminal justice services or decreasing crime as determined by fiscal and grant project compliance reviews.

Supplanting

JAG funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for the proposed activities. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a JAG grant award has not replaced funds otherwise available for the same program or purpose.

Defined: To reduce federal, state, or local funds for an activity specifically because JAG funds are available (or expected to be available) to fund that same activity. JAG funds must be used to **supplement** existing funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, JAG funding may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or subgrantee may be required to substantiate that the reduction in funding from other sources occurred for reasons other than the receipt or expected receipt of JAG funds.

Example 1 Organization A appropriated or otherwise secured funds in FY16 for salary and benefits for 10 corrections officers. In FY16, Organization A is awarded JAG funds designated for the hiring of two additional corrections officers. Organization A expended the JAG award as intended, and now has 12 corrections officers.

In this scenario, Organization A has used JAG funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the corrections officers had left the organization during FY16 and Organization A did

not follow established recruitment procedures to replace these officers, or utilized JAG funding for those positions for other purposes, supplanting **would** have occurred.

- Example 2 Organization B appropriated or otherwise secured funds in FY15 for salary and benefits for 10 corrections officers. Due to budget projections for FY16, Organization B expects to lay off four corrections officers (facts that Organization B is able to substantiate). In FY16, Organization B is awarded JAG funds designated for hiring three additional corrections officers. At the beginning of FY16, Organization B lays off one corrections officer and uses JAG funds to continue the salary and benefits for the other three corrections officers.

In this scenario, Organization B will use JAG funds to pay the salary and benefits for three corrections officers who would have been laid off but for the availability of JAG funds. Therefore, supplanting has **not** occurred.

- Example 3 Organization C appropriates or otherwise secures funds in FY16 for salary and benefits for 10 corrections officers. Organization C plans to use JAG funds to pay the salaries of two additional corrections officers. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses JAG funds to pay their salaries and benefits. In doing so, Organization C determines that the remaining employees could handle the services and does not attempt to backfill the positions.

In this scenario, by replacing existing funds with JAG funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new JAG-funded corrections officer positions, use of the JAG funds has not **supplemented** funds for program activities, but has **replaced** those funds through Organization C's decision not to hire replacements for staff designated for JAG-funded activities.

Program Income

Applicants generating program income through the implementation of a JAG-funded project must ensure that the accounting system in place has the capability to track grant project income in accordance with federal and state financial accounting requirements. All JAG-funded grant project income, regardless of amount, is restricted to the same uses as the JAG project and must be expended as soon as possible. Program income from asset seizures and forfeitures is considered earned when the court has adjudicated the property. Use of program income must meet the guidelines established by the U.S. Department of Justice OCFO Financial Guide effective edition at www.ojp.usdoj.gov/financialguide/index.htm.

Grant Application Deadline

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. July 29, 2015**. Instructions for submitted applications via the Grant Portal are provided at the end of this document.

Grant Project Period

Grant projects funded by this grant program shall be for a period of 12 months from October 1, 2015 to September 30, 2016. Any funds not expended by September 30, 2016, must be returned to the KGGP.

Grant Recipient Compliance and Reporting Requirements

If JAG funds are awarded to the applicant, subgrantees will be expected to comply with the JAG grant program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each JAG award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, subgrantees must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of JAG funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable JAG activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a JAG award are required to submit the following reports:

- Monthly **Financial Status Report** provides fiscal information on expenditures made during the month. Monthly reimbursements are made based on these expenditure reports. These reports are due 15 calendar days after the end of each month or the first business day.
- Quarterly **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant funds. Reports are due 15 calendar days after the end of each quarter or the first business day.

- The **Performance Measurement Tool (PMT) Report** provides grant project statistical data and accountability metrics. PMT Reports must be submitted via the Federal Bureau of Justice PMT website within 15 calendar days after the end of each quarter or the first business day.
- The **Program Income/Expenditure Report** provides information regarding JAG project-generated program income/expenditures incurred during the reporting period. Reports are due 15 calendar days after the end of each quarter or the first business day.
- The **Projection of Final Expenditures Report** is due April 15th or the first business day.
- Any other reporting procedures that may be required by the federal government, the KCJCC, or the KGGP.

Subgrantees submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The subgrantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

Review of Applications

The KCJCC makes the final grant award decisions for all applications. The KCJCC will review grant applications in open meeting. Notice of the KCJCC meeting will be posted on the KGGP JAG webpage at [http://www.grants.ks.gov/opportunities/edward-j-byrne-memorial-justice-assistance-grant-\(jag\)](http://www.grants.ks.gov/opportunities/edward-j-byrne-memorial-justice-assistance-grant-(jag)). Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Each grant application will be evaluated using the following criteria:

- Applicant agency support of the goals of the JAG program and Strategy
- Record of successful implementation of services in the criminal justice field
- Quality of any needs assessment in terms of proposed services
- Demonstration of clear, measurable and appropriate grant project objectives and activities that are consistent with the purpose areas outlined in the grant application instructions
- The efficacy of evaluative components, both programmatic and fiscal
- Relevant budget information
- Submission of all required documents and a complete application
- Applicant agency's ability to fulfill all of the requirements of the JAG program

What an Application Must Include

Please read all grant requirements and instructions before completing the grant application. Submit the application via the Grant Portal. Detailed instructions for submission are appended to the end of this document. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- _____ General Information
- _____ Project Narrative
- _____ Grant Project Budget
- _____ Agency Budgets
- _____ Federal Certifications
- _____ Board of Directors Information, if applicable
- _____ Local Jurisdiction Waivers, if applicable

General Information

Applicants must complete the General Information page online. Please note that the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe accomplishments of the grant program.

Project Narrative

The following items must be included in the project narrative. Include each item in the order listed below and clearly label each section.

Prior Accomplishments

If the applicant received a 2015 JAG award, describe specific agency accomplishments from the previous period that were funded, in whole or in part, by JAG funds. Clearly state the 2015 approved Goals and Objectives and report the actual outcomes. Format:

2015 Goal 1 –

2015 Objective 1 –

2015 Actual Outcome -

Provide documented evidence and anecdotal examples that show how JAG-funded goals and objectives were met or how progress was made toward achieving the stated goals and objectives. Provide statistics that document the project’s performance and the timeframe represented by those statistics. Include the number of program participants served by the project. Describe any evaluations that were conducted, explain the results, and describe how that information will be used to support and enhance the grant project.

Problem Statement and Needs Assessment

The submission of an application presumes there is a definable problem that will be addressed by the requested grant funds. Provide a detailed explanation of the problem that will be addressed, either in whole or in part, with the requested grant funds. Provide data that supports the problem to be addressed in the grant application and site the source of the data provided. Describe how the grant funds will address the problem. Describe any needs assessment that was used to develop the problem statement. Data may include sources such as an evaluation of agency service activity, law enforcement reports, number of 911 calls, or other assessment. If the applicant is comparing local data to state or national data, include information that either establishes the need locally or describes why the local community is limited in resources to address the problem.

Justification of Need for Grant Funds/Increase Request

If the applicant received a 2015 JAG award, explain why grant funds are needed to support the continuation of the program and why other funds are not available to support the project. In addition, if the applicant is requesting a new budget line item or funding increase to line items from the previous grant award, explain the need for additional funds and what additional activities and/or services will be provided. Describe how the increase to or addition of the new line item(s) is not supplanting other funds, per the definition provided on page 6 of this document. If the expenses are existing agency costs or activities, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized. The applicant must ensure that any request for additional funds outlined in the Project Narrative corresponds to the grant project budget submitted

The applicant should state whether other funds have been sought to support the program and describe the outcome of those efforts. If the applicant applied directly to the Bureau of Justice Assistance for JAG funds, the applicant must provide a detailed explanation of the request and explain why state JAG funds are needed.

Grant Project Goal(s) and Objectives

Identify which of the seven purpose areas, listed on page two of this solicitation, the proposed JAG project fits within and state which JAG identifier(s) best describe the proposal. State the goal(s) of the proposed grant project. This should not be the goals of the entire agency, but should be specific to the proposed JAG-supported project. However, the goals for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of any needs assessment.

List the objectives to be accomplished to achieve each goal listed. Objectives should be specific, measurable, realistic, and consistent with the goals of the grant project and cover a single event or outcome. Include the activities for each objective and explain how each objective will be measured. Specifically identify any evidence-based programs and/or practices being incorporated into the proposed objectives and activities. Follow the format below when writing the grant project goal(s) and objectives.

Example

Goal I: Teen drug involvement in Springfield will decrease.

Objective	Activities/Time Frame	Person Responsible
1. Three drug elimination specialists will be hired.	1. Job notices will be posted. Interviews will be conducted. Oct. 1 - 31, 2015	1. Program Director
2. Drug use among junior high students will decrease by 5% as measured by comparing the 2015 and 2016 KCC survey results.	2. Drug curriculum will be implemented. Classes will participate twice a week during the school year. Nov. 2015 - May 2016 Aug. 2016 - Sept. 2016	2. Drug elimination specialists
3. Junior high students will participate in the peer mediation program.	3. (a) Students will vote for peer mediators. Oct. 1 - 31, 2014 (b) Mediation program will meet once a week. Nov. 2014 - May 2015 Aug. 2015 - Sept. 2015	3. (a) Drug elimination specialists (b) Drug elimination specialists and peer mediators

Grant Project Performance Measures and Results

Grant recipients will be required to demonstrate how the grant project was implemented and if the project achieved the results expected based on the data collected and evaluated. Please provide the following information:

- Describe the process to be used for monitoring the grant project.
- Describe what data will be collected.
- Describe how the data collected will be used to ensure the success of the grant project.
- Describe the criteria that will be used to evaluate the activities and/or services provided through the proposed grant project.
- Explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives.
- Describe what the grant project will achieve.

Grant Project Staff

Provide a list of each staff member to be funded with the grant along with staff who will be responsible for monitoring and evaluating the grant project. Include the name, title, and a brief job description for each staff listed. In addition, describe how this staffing pattern will help meet the goals of the grant project.

Grant Project Collaboration

Grant funds are maximized when community agencies work together at all levels. Funding priority shall be given to agencies that demonstrate and maintain true collaboration. Applicants must provide the following information:

- Describe how and with what entities the applicant collaborates with or proposes to collaborate with to carry out the grant project.
- Describe any new collaborative efforts that the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- Describe how collaboration with units of government and/or with organizations will maximize grant funds.
- List the point of contact for each agency the applicant will collaborate with during the grant period.
- Describe how JAG funds will fulfill a gap in service and avoid duplication of services or resources in the applicant agency, related agency, or community.
- If working with the juvenile population, include a statement that describes approval and collaboration with the local Juvenile Corrections Advisory Board.

Sustainability

Provide a detailed description that explains what efforts are being made, or will be made, to ensure the long-term fiscal and programmatic sustainability of the project and program. The applicant must detail how the project will be funded in future years if JAG funding is not available.

Criminal History Record Information

If the applicant is a law enforcement agency, the applicant must verify in this section whether the applicant is meeting the statutory requirements (K.S.A. 21-2501a *et seq.* and K.S.A. 22-4701 *et seq.*) for submission of criminal offense and criminal history data to the Kansas Bureau of Investigation. If the applicant law enforcement agency is not submitting the required data, describe the barriers that are preventing the data submission from occurring and what action the applicant is taking toward meeting data submission requirements.

Civil Rights Contact Information

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

DUNS Number and SAM Registration

Applicants must provide the agency's DUNS number and SAM expiration date. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us>. In addition, applicants shall ensure that the agency has "active" status in the U.S. System for Award Management (SAM) at <http://www.sam.gov> prior to submitting a JAG application.

Current Audit Report

If the applicant is a nonprofit, community, or faith-based organization and the KGGP has previously received a copy of the organization's most recent audit report and IRS Form 990, indicate this in the application and list the period covered in the audit, who performed the audit, and when the audit was conducted.

If the KGGP has **not** previously received a copy of the nonprofit, community, or faith-based organization's most recent audit report and IRS Form 990, both items must be forwarded by U.S. Mail to: Kansas Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies **must** include information regarding the most recent audit, including who performed the audit, what period it covers, when the audit was completed, and where the audit is filed.

Grant Project Budget

The applicant must submit a grant project budget that is reasonable and cost effective. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application. See the detailed instructions that are appended to the end of this document for submitting the budget on the Grant Portal.

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project. The budget must adhere to allowable costs and activities as outlined in this JAG solicitation, as well as the OCFO Financial Guide effective edition at www.ojp.usdoj.gov/financialguide/index.htm.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Positions should be classified as "New" *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the JAG project for each position requested. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line item requests.

	<u>Request</u>	<u>Description</u>
Project Coordinator	\$10,250	Full-time, salaried, 25% of time on project; employees scheduled to receive a 5% raise on Jan 1 st : (\$40,000 x .5 year) + (\$42,000 x .5 year) x .25 of time
Substance Abuse Counselor	\$ 6,396	Full-time, hourly, 40 hrs/wk, 20% of time on project; employee scheduled to receive a 5% raise on Jan 1 st : (\$15.00/hr x 1,040 hrs) + (\$15.75/hr x 1,040 hrs) = \$31,980 x .20 of time
Conferences/ Workshops	\$ 840	Crime Victims' Rights Conference, April 2016, Topeka: (\$100 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$90/nt. x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff)

Current and Next Fiscal Year Agency Budgets

Upload the applicant's current and next fiscal year budgets, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with their respective salaries/wages. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates collecting the income. Include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items requested in this application can be found in the program's budget for expenses.

Example of budget income only:

Fiscal Year January 1-December 31, 2015

SOURCE:	AMOUNT:	STATUS:	DATE:
City of 'x'	\$50,000	Projected	7/15
United Way	5,000	Received	1/15
Walk-A-Thon	500	Collected	2/15
'15 JAG-GOV	30,000	Received	9/14
'16 JAG-GOV	<u>10,000</u>	Requested	7/15
Total Program Income	\$95,500		

***Note:** -Budget expenses are also required.
 -Repeat for Next Fiscal Year.

Federal Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant must read, sign, and upload the two-page required certification form regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. The certification form is appended to this document.

Board of Directors

If the applicant is a nonprofit, community, or faith-based organization, the applicant must upload as an attachment a list of the organization's Board of Directors. The attachment must include each board member's name, profession, address, phone number, email address (if available), and the member's term of service.

Local Jurisdiction Waivers

If the applicant is a nonprofit, community, or faith-based organization and the applicant proposal will benefit the local government jurisdictions in the project service area, the applicant *may* upload as an attachment one file containing all voluntarily signed waivers received from the local jurisdictions. (See the "Pass-Through Requirement" section on page 3 of this JAG solicitation.) Waivers must be submitted from each local jurisdiction in the proposed project service area, must be on the local government letterhead, and must include language stating that the jurisdiction 1) recognizes the JAG funds in question are set aside for local government use, 2) believes that the proposed project will provide a direct local benefit; and 3) agrees that funding the project is in the best interest of the unit of local government.

Adjudication	Community Courts	Detention Residential
AFIS	Community Prosecution	Diagnostic Evaluation
Afterschool	Community Based Programs	DNA Analysis
Aftercare	Community Policing	DR
Alcohol	Computer software/hardware	Drug Endangered Children
Alcohol Testing	Conferences and Training	Drug Market Intervention
Alternative education	Conflict Resolution	Drug Courts
Anti-discrimination	Construction	Drug Offenders
Applied Research Tools	Co-Occurring Disorders	Drug Testing
ARSON	Correctional Facilities	Drug Treatment
Asset Forfeiture	Correction Alternatives	Drugs
Auto Theft	Corrections	DWI
Body Armor - Ballistic-Resist	Corruption	Education
Body Armor - Stab-Resistant	Counseling	Electronic Monitoring
Body Armor - Tactical	Counter Terrorism	Environmental Design
Body-Worn Cameras	Court Security	Equipment -- General
Bomb Suit	Court Advocacy	Equipment -- Tactical
Boot Camps	Court Delay Reduction	Equipment -- Video/Audio
Border Initiatives	Crime Laboratory	Equipment--Forensic
Bullying	Crime Prevention	Evaluation
Campus Safety	Crime Prevention Campaign	Evidence-Based
Canines	Crimes Against The Elderly	Excessive Use of Force
Capital Litigation	Criminal Intelligence IS	Faith-Based
Career Criminals	Criminal Records	Firearms
Case Management	CVE	Forensic Science
Child Abuse	Cyber Crime	Fostercare
Civil Rights	Dare	Fraud
Closed Circuit Televising	Data Sharing Linkage	Fusion Centers
Cold Cases	Day Treatment	Gangs
Communications	Detention Nonresidential	Geo-mapping

GPS Trackers	Mental Health	Program Evaluation
Graduated Sanctions	Mentoring	Prosecution
Graffiti	Methamphetamine	Protective Helmets
Gun Buy Back	Missing Children	Public Defense
Hate Crimes	Money Laundering	Public Housing
Hazardous Material Safety	Mortgage Fraud	Radar monitoring
Hiring of Personnel	Native American Programs	Reentry
Homicide	NIEM/XML	Renovation
Human Trafficking	Officer Safety	Repeat Offender
Identity Theft	Organized Crime	Research
Illegal Aliens	Overtime	Research, Evaluation or Stat Service
Immigration	Parenting Skills	Restitution
Impaired Driving	Parole	Restorative Justice
Indigent Defense	Peer Counseling	Restraints
Inmate Programming	Place Based Programs	School Crime
Innovation Assessments	Policing	Screening and Assessment
Intellectual Property	Policy Legislation	Sentencing
Intensive Supervision	Post-release Treatment	Services for Veterans
Internet Crime	PR	Sexual Assault
Intervention programs	Pretrial Screening	Sexual Offender
Jails	Prescription Drugs	Stalking
Just Reinvestment Strategies and Training	Pretrial Services	Standards
Justice Information Sharing	Prevention - Delinquency	State Justice Statistics
Law Enforcement Leadership	Prevention - Substance Abuse	Strategic Planning
Law Enforcement Suicide Prevention	Prison Jail Industries	Substance Abuse Treatment
Law-Related Education	Privacy and Civil	Surveillance
Less Than Lethal	Privacy and Info Sharing	System Improvements
License Plate Readers	Privacy Certificate	Training and Technical Assistance
Local Researcher-Practitioner	Probation	Taskforces
Media Campaigns	Problem Solving Courts	Teen Courts

Terrorism Preparedness		
Traffic Enforcement		
Tribal Corrections		
Tribal Justice		
Truancy		
UA		
UAS		
Unmanned Aerial Vehicle		
Vandalism		
Vehicle tag monitoring		
Vehicles - Other		
Vehicles - Police (Sedan)		
Vehicles - Police (SUV)		
Vehicles - Police Boats		
Vehicles - Police Helicopters		
Vehicles - Police Motorcycles		
Victimization		
Video Arraignment		
Violence Against Women		
Violence Domestic Violence		
Violence Family Violence		
Violence School Violence		
Violence Violent Crime		
Violence Violent Crime offenders		
Vocational Training		
White collar Crime		
Witness		
Wrongful Conviction		



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

GRANT PORTAL INSTRUCTIONS

This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor's Grants Program at <https://www.kansas.gov/grants/index.do>. **BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.**

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor's Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at helpcenter@ink.org or 800-452-6727.

ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled "Submitting the Application."

There is only one login ID accepted per agency. To complete an Access Request to submit to the Governor's Grants Program, go to <https://www.kansas.gov/grants/access.do>.

The screenshot shows a web browser window with the address bar displaying <https://www.accesskansas.org/ssrv-ksgrants/access.do>. The page header includes the text "Kansas.gov: The Official Web site of the State of Kansas" and the "Governor's Grants Program Grant Portal" logo. The logo features the Kansas state seal and the text "Office of the Governor Kansas".

On the left side, there is a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us". Below this menu, there are links for "<< Governor's Grants Program home page" and "<< Kansas Web site".

The main content area contains a paragraph: "In order to apply for grants, organizations will need to register with the Governor's Grants Program Grant Portal. The portal will provide a login and password to the contact listed below via e-mail. No more than one login will be provided for any organization. Be sure to keep the login and password in a safe and accessible place. The Authorized Certifying Official for the organization will be considered the primary contact and the access administrator."


Below this paragraph, there is a section titled "Organization Information" with a legend: "► Indicates required information". The form fields are:

- Agency Name:
- FEIN:
- Street Address:

Fill in the information requested in the appropriate fields and click on "Submit."

Address <https://www.accesskansas.org/ssrv-ksgnants/accessRequest.do> Go

Kansas.gov: The Official Web site of the State of Kansas

 **Office of the Governor**
Kansas

Governor's Grants Program Grant Portal

Site Navigation

[Grant Portal](#)

[Home](#)

[Contact Us](#)

<< Governor's Grants Program home page

<< Kansas Web site

Verify the information below is correct then select "Continue." If you need to edit any of the information, select "Modify."

Organization Information

Agency Name: **test**

FEIN: **999999999**

Street Address: **test**

City: **test**


State: **KS**

Zip Code: **99999**

A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.

Address <https://www.accesskansas.org/ssrv-ksgnants/submitRequest.do> Go

Kansas.gov: The Official Web site of the State of Kansas

 **Office of the Governor**
Kansas

Governor's Grants Program Grant Portal

Site Navigation

[Grant Portal](#)

[Home](#)

[Contact Us](#)

<< Governor's Grants Program home page

<< Kansas Web site

The test's request for an access account has been successfully submitted. An email response regarding the status of your access account should be received within three business days. If you have any questions, please contact the Governor's Grants Program at 785-291-3205.

[Portal Policies](#) | [Help Center](#) | [Site Survey](#)

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If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the [Help Center](#) and contains a [temporary](#) password for login.

ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a temporary password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at <https://www.kansas.gov/grants/index.do>.

The screenshot shows the 'Governor's Grants Program Grant Portal' home page. At the top, it says 'Kansas.gov: The Official Web site of the State of Kansas'. Below this is the 'Office of the Governor Kansas' logo and the title 'Governor's Grants Program Grant Portal'. On the left side, there is a login section with fields for 'E-mail address:' and 'Password:', a 'Log in' button, and a link for 'forgot password'. Below the login section is a 'Site Navigation' box with links for 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links for '<< Governor's Grants Program home page' and '<< Kansas Web site'. The main content area on the right has a heading 'Introduction' followed by 'Governor's Grants Program' and a quote: *"Creating S.A.F.E. Communities"*. Below this is a paragraph describing the program's mission to enhance the criminal justice system, improve public safety, support crime victim services, and drug and violence prevention programs. At the bottom right, there is a link: 'Learn more about the Governor's Grants Program.'

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the temporary password provided in the Help Center access approval email message.

The screenshot shows the 'My Grant Portal - Welcome Jill Stewart' page. On the left side, there is a 'My Account' section with links for 'Home', 'Change E-mail', 'Change Password', and 'Log Out'. Below this is a 'Site Navigation' box with links for 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links for '<< Governor's Grants Program home page' and '<< Kansas Web site'. The main content area on the right has a heading 'My Grant Portal - Welcome Jill Stewart' followed by a welcome message: 'Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements.' Below this is a 'Messages' section with tabs for 'Messages', 'Search', 'Current', and 'Archived'. Under the 'Messages' tab, there is a 'Message Inbox' section with a message that says 'You have 0 new messages.'

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the temporary password provided to one created for the agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

Kansas.gov: The Official Web site of the State of Kansas

Office of the Governor
Kansas

Governor's Grants Program Grant Portal

Change Password

Enter current password and then enter new password twice. Password is case sensitive. Password must be 8-10 characters and contain both upper and lower case characters [a-z A-Z], at least one number [0-9] and at least one symbol [! @ # \$ % ^ & * " : < ; > = ? ^].

► Indicates required information

► Current password:

► New password:

► Retype new password:

My Account
[Home](#)
[Change E-mail](#)
[Change Password](#)
[Log Out](#)

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

<< Governor's Grants Program home page
<< Kansas Web site

The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

Kansas.gov: The Official Web site of the State of Kansas

Office of the Governor
Kansas

Governor's Grants Program Grant Portal

✓ Congratulations! You have successfully updated your password.

My Account
[Home](#)
[Change E-mail](#)
[Change Password](#)
[Log Out](#)

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

<< Governor's Grants Program home page
<< Kansas Web site

If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled "Accessing the Grant Portal."

The screenshot shows the 'My Grant Portal - Welcome Jill Stewart' page. On the left, there is a sidebar with 'My Account' links (Home, Change E-mail, Change Password, Log Out), 'Site Navigation' links (Grant Portal Home, Contact Us), and navigation links to the Governor's Grants Program home page and the Kansas Web site. The main content area features a welcome message and a 'Message Inbox' section with a 'Messages' tab and a search bar. The inbox shows 'You have 0 new messages.'

To begin a new application, go to the 'Search' tab in the middle of the screen.

The screenshot shows the 'Search For Grants' page. The sidebar is identical to the previous screenshot. The main content area has a 'Search' tab selected. It includes a 'Search For Grants' section with a text box for 'Keywords', a dropdown for 'Organization Type' (set to 'Any'), and a dropdown for 'Grant Type' (showing 'Any', 'Crime Victim Services', 'Law Enforcement', and 'Criminal Justice'). A 'Search' button is located at the bottom of the search section.

Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on ‘Search.’

Grant Portal
Home
Contact Us

<< Governor's Grants
Program home page
<< Kansas Web site

Search Results

{ 1 results found }

Name	Applications Close	Projects Start Date	Projects End Date	Description	Action
Sample Grant	03/14/2008	07/01/2008	06/30/2009	Sample grant application.	Full Guideline Text Apply

Keywords:

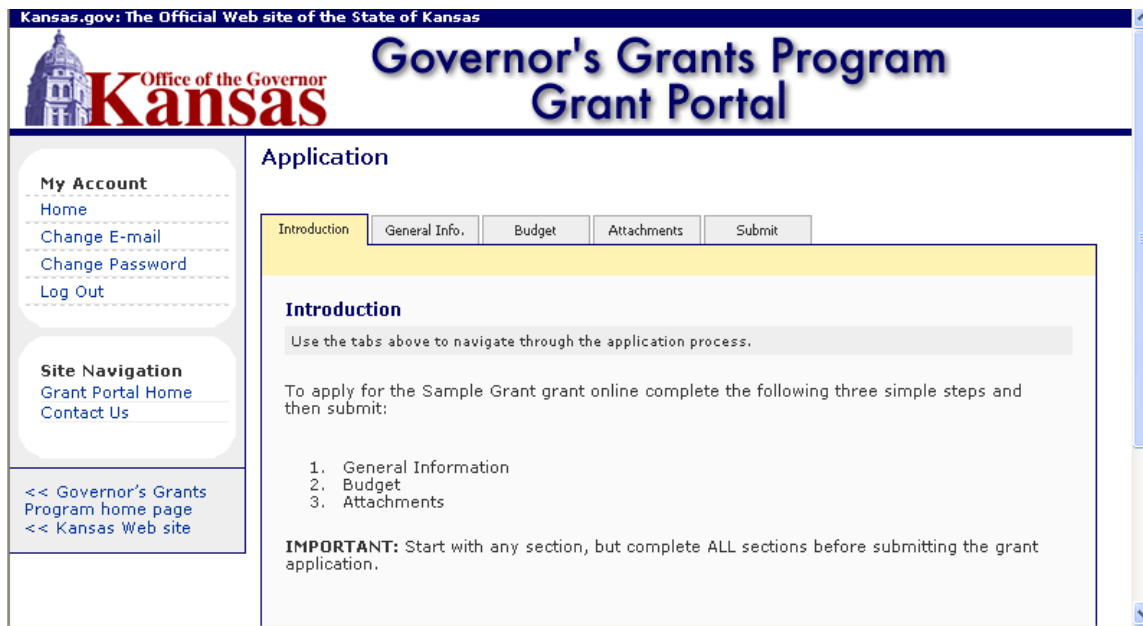
Organization Type:

Grant Type:

Any
Crime Victim Services
Law Enforcement
Criminal Justice

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on ‘Full Guideline Text’ to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user’s desktop. To begin an application on the Grant Portal, click on ‘Apply.’

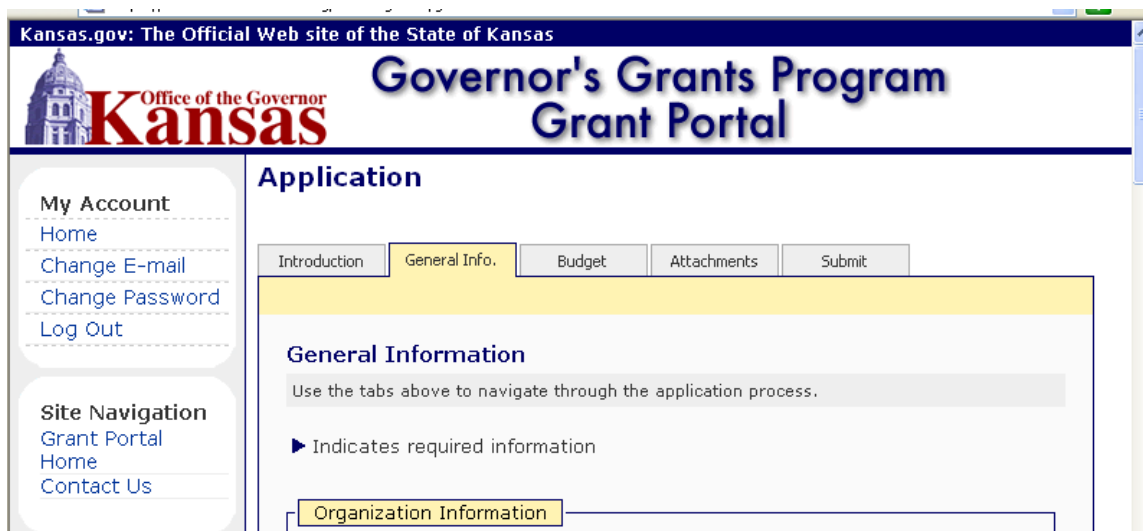
NOTE: Once the user has clicked on ‘Apply’ to begin an application, the application will appear in the user’s ‘Current’ screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.



There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

General Information

Click on the 'General Info.' tab in the middle of the screen.



The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.

Primary Contact

The primary contact listed will receive ALL correspondence from this office regarding this grant application.

▶ Name:

▶ Phone: Ext:

▶ Fax:

▶ E-mail:

Project Information

▶ Proposed Grant Project Name:

▶ County(ies) in which proposed grant project will operate (use "control key" to select multiple counties):

Statewide
 Allen
 Anderson
 Atchison

▶ Brief description of proposed grant project (max)

When all the data is entered, click on 'Submit.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

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Office of the Governor
Kansas

**Governor's Grants Program
 Grant Portal**

Application

My Account
[Home](#)
[Change E-mail](#)
[Change Password](#)
[Log Out](#)

Site Navigation
[Grant Portal](#)
[Home](#)
[Contact Us](#)

Introduction **General Info.** Budget Attachments Submit

General Information Verification

Use the tabs above to navigate through the application process.

Verify the information below is correct then select "Continue." Select "Modify" to edit any of the information.

Applicant Identification

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information.

Fax: 555-555-5555
E-mail: sample@email.org

Project Information
Proposed Grant Project Name: Sample Project
County(ies) in which proposed grant project will operate: Statewide
Description of proposed grant project: Sample project for demonstration.

If awarded, these funds will:

Create a new grant project or service activity.

If the data appears to be correct, click on 'Continue' and the General Information section is completed.

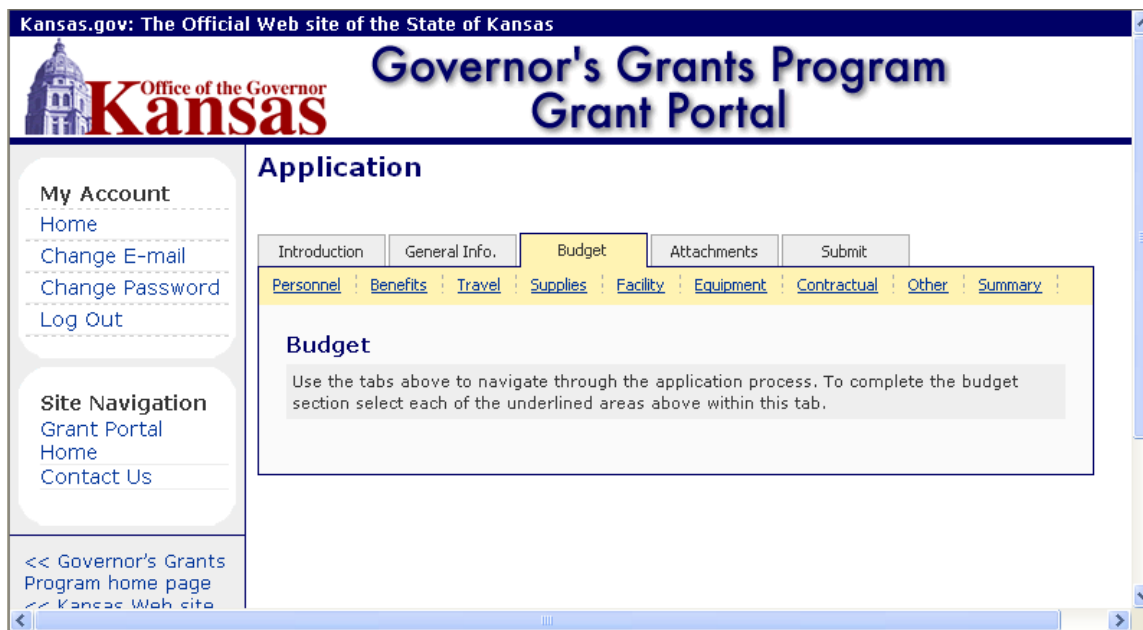
	<h2>Application</h2>
My Account Home Change E-mail Change Password Log Out	<div> Introduction General Info. Budget Attachments Submit </div> <div> General Information Confirmation <p>Use the tabs above to navigate through the application process.</p> <p> Congratulations, the General Information section of this grant application has been successfully completed. Continue to another section by selecting one of the tabs above. </p> <p>If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.</p> <p> <input type="button" value="Edit General Information"/> </p> </div>
Site Navigation Grant Portal Home Contact Us	
<< Governor's Grants Program home page << Kansas Web site	

A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

Budget

To continue with the application, click on the 'Budget' tab in the middle of the screen.

NOTE: All budget line item requests must be rounded off to the nearest whole dollar.



The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.



In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user

should proceed to the ‘Benefits’ screen. If Personnel funds are to be requested, click on ‘Add Personnel.’

The screenshot shows a web application interface. On the left is a sidebar with 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal Home, Contact Us). Below these are links to the Governor's Grants Program home page and the Kansas Web site. The main area is titled 'Application' and contains a series of tabs: Introduction, General Info, Budget (selected), Attachments, and Submit. Under the 'Budget' tab, there are sub-tabs: Personnel (selected), Benefits, Travel, Supplies, Facility, Equipment, Contractual, Other, and Summary. The main content area is titled 'Budget: Add Personnel' and includes instructions to use the tabs for navigation. A legend indicates that a blue triangle icon marks required information. The form fields are: 'Title' (text box), 'Position Status' (dropdown menu showing '- Please Select -'), 'Dollar Amount' (text box with '0'), and 'Description' (text box with a character count of 300). A 'Continue' button and a 'Cancel' button are at the bottom.

Complete the fields that appear on the screen as appropriate for the proposed grant project.

NOTE: *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on ‘Continue.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

My Account
[Home](#)
[Change E-mail](#)
[Change Password](#)
[Log Out](#)

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

[<< Governor's Grants Program home page](#)
[<< Kansas Web site](#)

Application

[Introduction](#)
[General Info.](#)
[Budget](#)
[Attachments](#)
[Submit](#)

[Personnel](#)
[Benefits](#)
[Travel](#)
[Supplies](#)
[Facility](#)
[Equipment](#)
[Contractual](#)
[Other](#)
[Summary](#)

Budget: Personnel Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	Sample Manager
Position Status:	New
Dollar Amount:	\$18,720
Description:	Part-time position to provide project coordination. \$18/hour x 1,040 hours/year x 100% of time on project = \$18,720

[Continue](#)
[Modify](#)

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the new Personnel line item appears.

My Account
[Home](#)
[Change E-mail](#)
[Change Password](#)
[Log Out](#)

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

[<< Governor's Grants Program home page](#)
[<< Kansas Web site](#)

Application

[Introduction](#)
[General Info.](#)
[Budget](#)
[Attachments](#)
[Submit](#)

[Personnel](#)
[Benefits](#)
[Travel](#)
[Supplies](#)
[Facility](#)
[Equipment](#)
[Contractual](#)
[Other](#)
[Summary](#)

Budget: Personnel

Use the tabs above to navigate through the application process.

Any incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Title	Position Status	Dollar Amount	Action
Sample Manager	New	\$18,720	Modify Delete

[Add Personnel](#)

Personnel Total:
 \$18,720

The user may now edit the new Personnel line item by clicking on either 'Modify' or 'Delete' under the Action column at the right side of the screen, may add another position title by clicking on 'Add Personnel' and repeating the steps outlined above, or may proceed to the next budget category by clicking on the [Benefits](#) link below the 'Budget' tab.

Change E-mail
Change Password
Log Out

Site Navigation
Grant Portal Home
Contact Us

<< Governor's Grants
Program home page
<< Kansas Web site

[Introduction](#) | [General Info.](#) | [Budget](#) | [Attachments](#) | [Submit](#)

[Personnel](#) | [Benefits](#) | [Travel](#) | [Supplies](#) | [Facility](#) | [Equipment](#) | [Contractual](#) | [Other](#) | [Summary](#)

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA		Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Benefits Total: _____

\$0

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the 'Modify' link for each line item, beginning with FICA.

Home
Change E-mail
Change Password
Log Out

Site Navigation
Grant Portal Home
Contact Us

<< Governor's Grants
Program home page
<< Kansas Web site

[Introduction](#) | [General Info.](#) | [Budget](#) | [Attachments](#) | [Submit](#)

[Personnel](#) | [Benefits](#) | [Travel](#) | [Supplies](#) | [Facility](#) | [Equipment](#) | [Contractual](#) | [Other](#) | [Summary](#)

Budget: Add Fringe Benefits

Use the tabs above to navigate through the application process.

► Indicates required information

► Type:	FICA	
► Dollar Amount:	<input type="text"/>	Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.
► Description:	<input type="text"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. However, if the budget request for this line item is zero, a 'Description' is not required. When complete, click on 'Continue.' If any

data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Fringe Benefits Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Type:	FICA
Dollar Amount:	\$1,432
Description:	\$18,720 salaries x 7.65% rate for FICA taxes = \$1,432

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information. If the data appears to be correct, click on ‘Continue’ and the completed FICA line item appears.

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Benefits Total:

\$1,432

The user may now edit the FICA line item by clicking on ‘Modify’ under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance ‘Modify’ link.

[Change Password](#)
[Log Out](#)

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

[<< Governor's Grants Program home page](#)
[<< Kansas Web site](#)

[Personnel](#) | [Benefits](#) | [Travel](#) | [Supplies](#) | [Facility](#) | [Equipment](#) | [Contractual](#) | [Other](#) | [Summary](#)

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance	\$0	Modify
Health Insurance	\$0	Modify
Worker's Compensation	\$0	Modify
Retirement	\$0	Modify

Add Fringe Benefits

Benefits Total:
 \$1,432

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category [Travel](#). Repeat the same process for the [Travel](#), [Supplies](#), [Facility](#), [Equipment](#), [Contractual](#) and [Other](#) budget categories. When all of the budget information is entered, click on the [Summary](#) link.

[Change Password](#)
[Log Out](#)

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

[<< Governor's Grants Program home page](#)
[<< Kansas Web site](#)

[Personnel](#) | [Benefits](#) | [Travel](#) | [Supplies](#) | [Facility](#) | [Equipment](#) | [Contractual](#) | [Other](#) | [Summary](#)

Budget: Summary

Use the tabs above to navigate through the application process.

The following areas of this section have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

Status	Budget Area	Action	Dollar Amount
	Personnel	Modify	\$18,720
	Fringe Benefits	Modify	\$1,432
	Travel/Training	Modify	\$0
	Supplies/Communications	Modify	\$0
	Facility	Modify	\$0
	Equipment	Modify	\$0
	Contractual Services	Modify	\$0
	Other	Modify	\$0
Grand Total:			\$20,152

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the ‘Modify’ link to go directly to that budget screen for editing.

NOTE: *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The match requirement also must be met in order for the Budget section of the application to be considered complete.

Attachments

To continue with the application, click on the ‘Attachment’ tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user’s desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: [Project Narrative.doc](#).

Application

Introduction General Info Budget **Attachments** Submit

Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

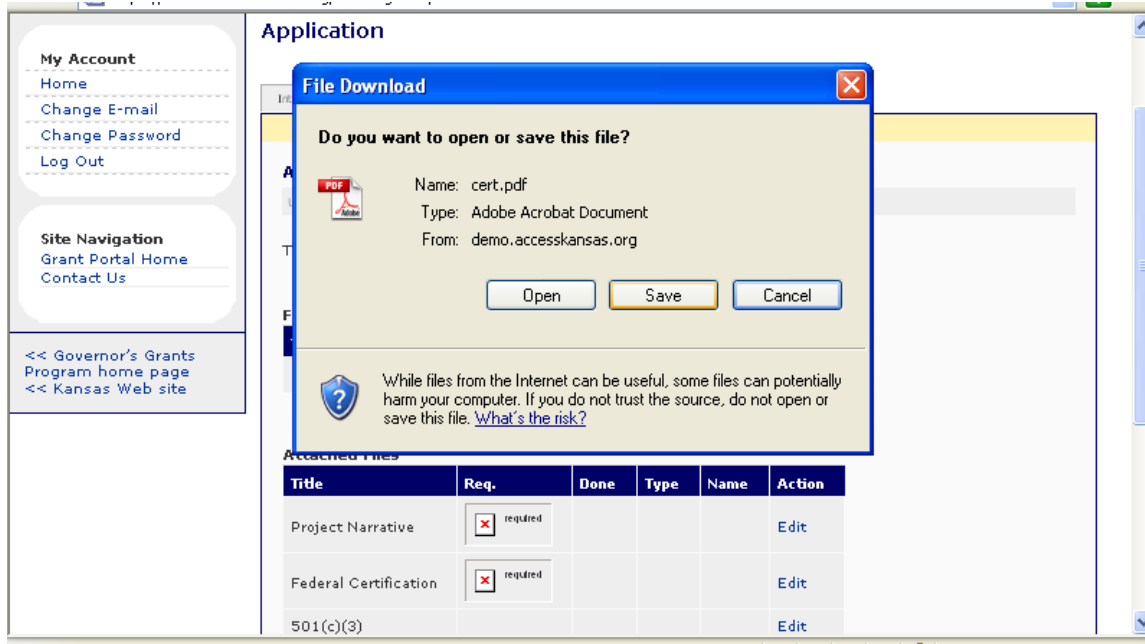
Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

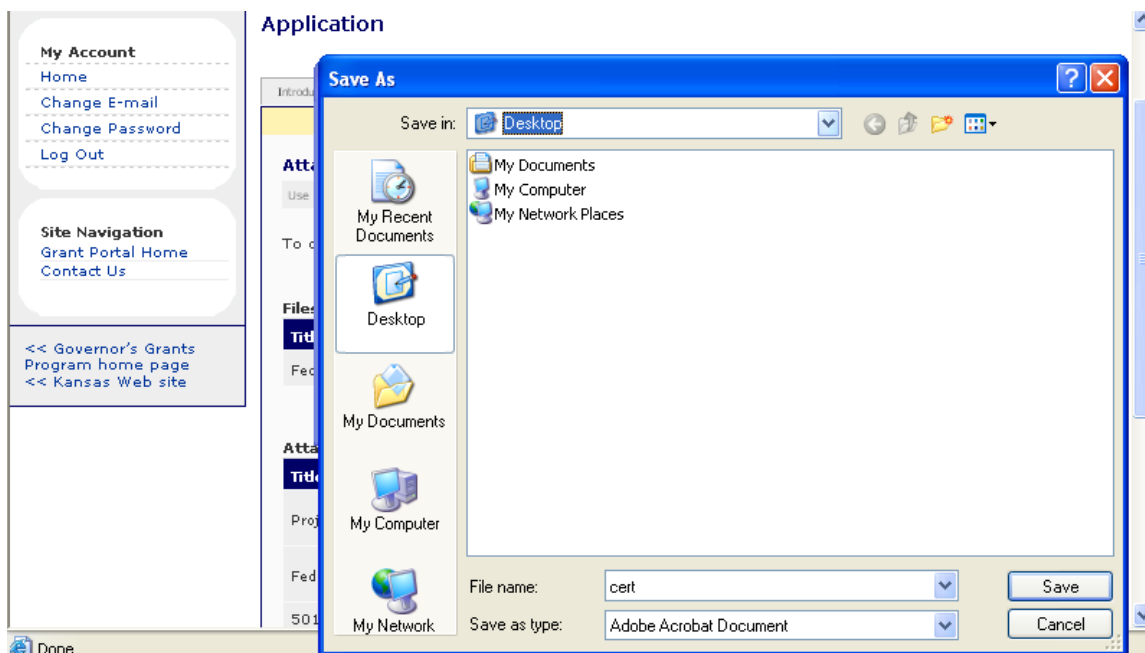
Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	required				Edit
Federal Certification	required				Edit
501(c)(3)					Edit

Form documents that applicant’s are required to use are found under the heading “Files associated with this grant.” Click on the ‘Download’ link to access the required form.



The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'



Locate the computer drive and folder on the user's desktop that the document is to be saved in, give the document a filename and click 'Save.' On some computers, the user will see a 'Download Complete' verification screen. This screen may be closed. The document is now downloaded to the user's desktop and the user is returned to the 'Attachments' page.

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

[<< Governor's Grants Program home page](#)
[<< Kansas Web site](#)

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	<input checked="" type="checkbox"/> required				Edit
Federal Certification	<input checked="" type="checkbox"/> required				Edit <small>Edit file</small>
501(c)(3)					Edit

Add Attachment

Under the heading “Attached Files,” the user will see a list of required attachments that are found in the Grant Application Packet.

NOTE: The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user’s organization must provide.

To upload a required attachment, click on the ‘Edit’ link next to the appropriate attachment title.

My Account
[Home](#)
[Change E-mail](#)
[Change Password](#)
[Log Out](#)

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

[<< Governor's Grants Program home page](#)
[<< Kansas Web site](#)

Application

Introduction
General Info.
Budget
Attachments
Submit

Attachments: Add File

Use the tabs above to navigate through the application process.

Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.

Title: Project Narrative

Description: Document to address each section as identified in the application

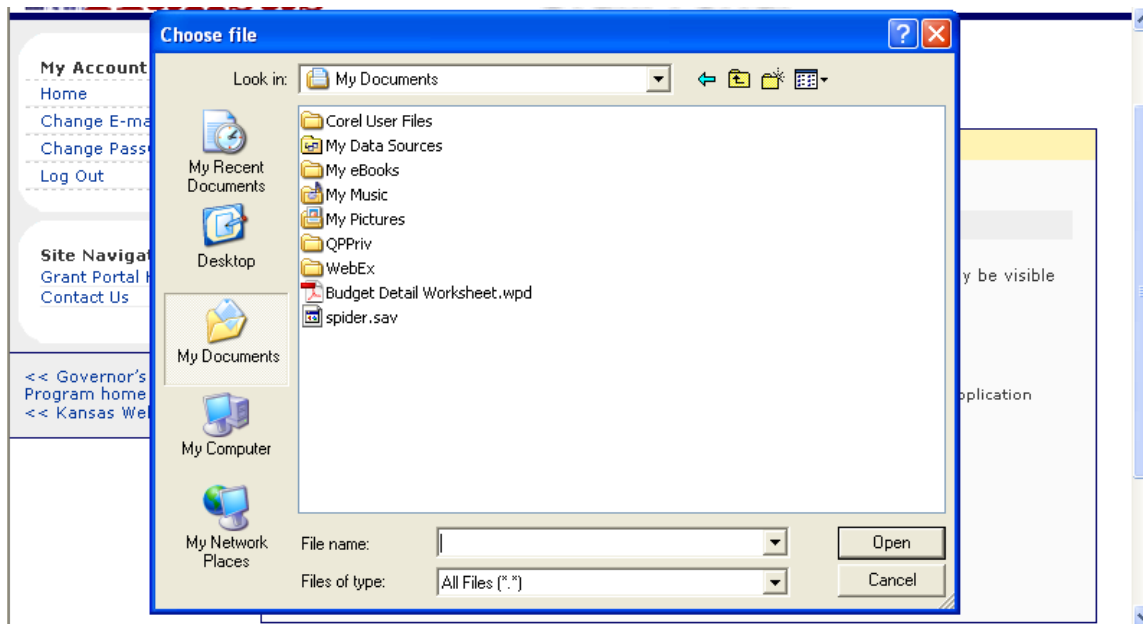
Upload: [Browse...](#)

Comments:

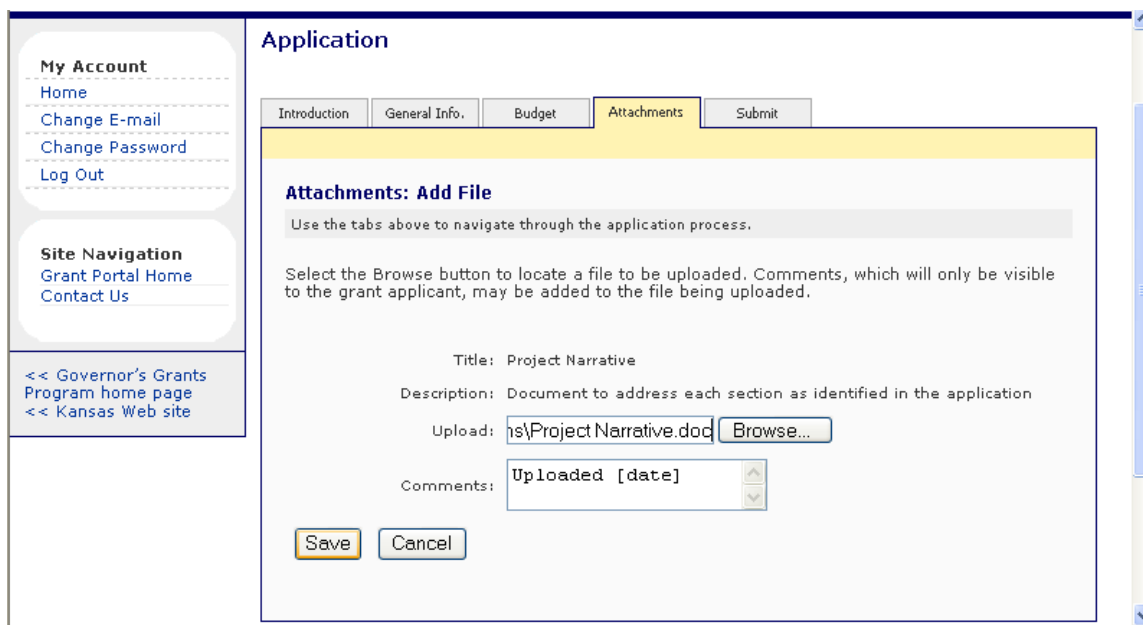
[Save](#)
[Cancel](#)

xviii

Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.



The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).



The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on 'Save'

at the bottom of the screen. (If the user clicks on ‘Cancel,’ display will return to the Attachments summary page.)

Application

Introduction General Info. Budget **Attachments** Submit

Attachments: File Information

Use the tabs above to navigate through the application process.

Title:	Project Narrative
Description:	Document to address each section as identified in the application
Type:	
Name:	Project Narrative.doc
Date added:	2008-02-22 10:59
Size:	19KB
Comments:	Uploaded on (date)

[Continue](#)

A verification page will display with the filename, date added, and size. If the information is correct, click on the ‘Continue’ button at the bottom of the screen and the user is directed back to the Attachments page.

[Log Out](#)

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

<< Governor's Grants Program home page
 << Kansas Web site

Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	required	Done		Project Narrativ.doc	Delete View
Federal Certification	required				Edit
501(c)(3)					Edit

[Add Attachment](#)

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the “Files associated with this grant” section. In the example above,

the 'Federal Certifications' document has been downloaded to the user's desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user's desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on 'edit,' selecting the file from the browse window and verifying the filename.

My Account
[Home](#)
[Change E-mail](#)
[Change Password](#)
[Log Out](#)

Site Navigation
[Grant Portal Home](#)
[Contact Us](#)

[<< Governor's Grants Program home page](#)
[<< Kansas Web site](#)

Application

Introduction General Info. Budget **Attachments** Submit

Attachment Confirmation

Use the tabs above to navigate through the application process.

✓ The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.

If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

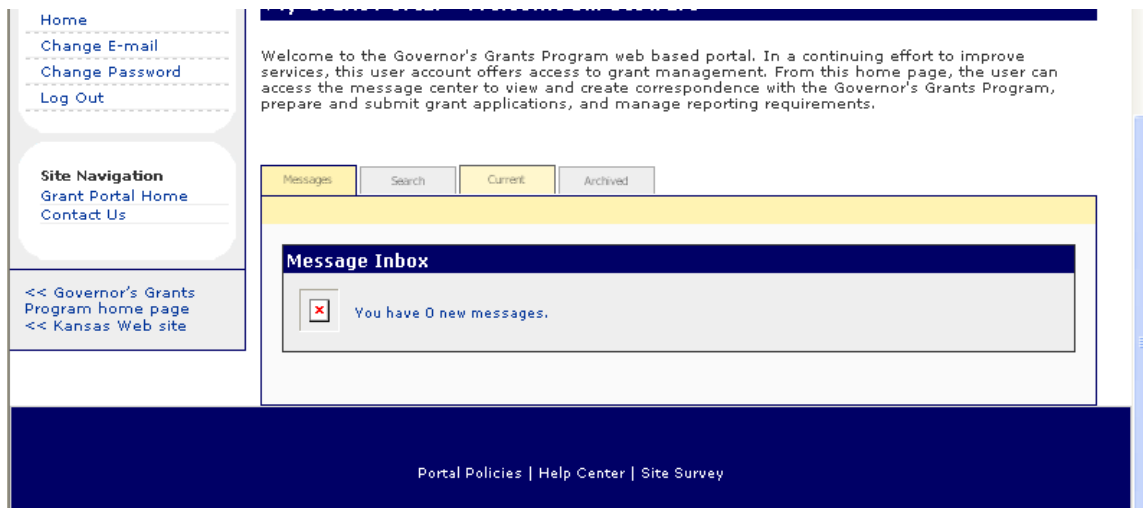
[Add Attachment](#)

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing attachments or add additional attachments by clicking on the 'Add Attachment' button, or may proceed with submitting the application.

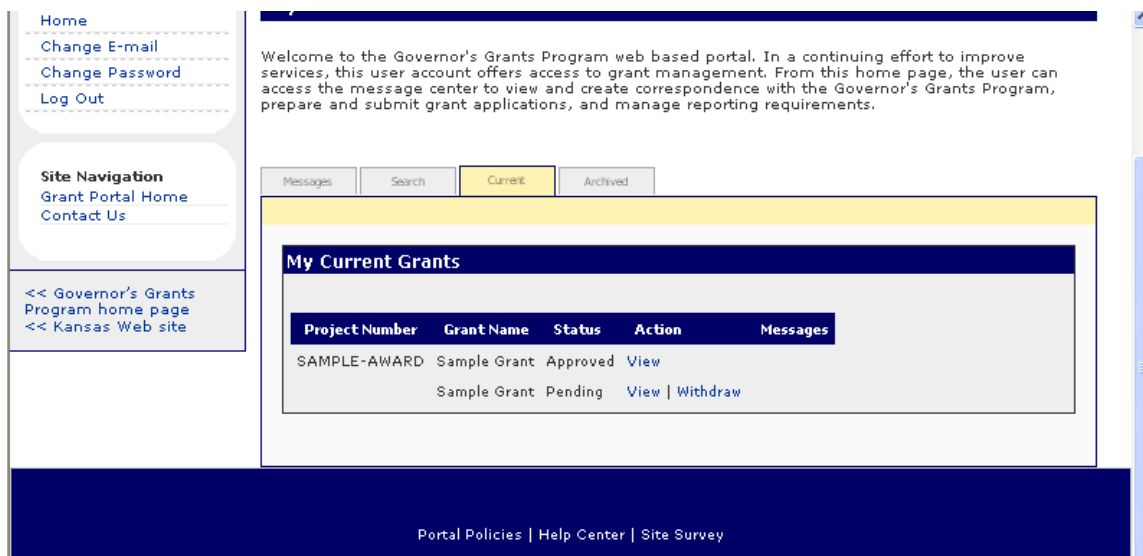
Submit

To continue with the application process, click on the 'Submit' tab across the top of the screen.

To view the new status of the grant application just submitted, click on the ‘Home’ link on the left side of the screen.



Click on the ‘Current’ tab across the center of the screen.



In this view, the grant application just submitted is the second line with a “Pending” status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the ‘Log Out’ link on the left side of the screen.